

# Open Meetings and Public Information Act Definitions

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# Open Meetings Act Definitions

## What is a meeting?

- “(A) a **deliberation** between a **quorum** of a governmental body, or between a quorum of a governmental body **and another person**, during which **public business or public policy over which the governmental body has supervision or control is discussed or considered** OR during which the governmental body **takes formal action.**” *Texas Government Code §551.001(4)(A)*

## What is a quorum?

- Generally, a majority of the members of the governmental body. Some statutes or charters have a different definition. Check with your staff or counsel. *§551.001(6)*

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## What is “deliberation”?

**“Deliberation”** means a **verbal exchange** during a meeting between a quorum of a governmental body, **or between a quorum of a governmental body and another person**, concerning an issue within the jurisdiction of the governmental body or any public business. *§551.001(3)*

# Public Information Act Definitions

- **Information is “public” if:**
    - [t]he information is created by, transmitted to, received by, or maintained **on any device** by an officer or employee of the governmental body in the officer's or employee's official capacity, **or**
    - By a person or entity performing official business or a governmental function on behalf of a governmental body, **and**
    - pertains to official business of the governmental body
- Texas Government Code §552.002(a-1)*

# Public Information Act Definitions

- **“Public information”** now includes:
  - “[e]-mail, Internet posting, text message, instant message, other electronic communication”  
§552.002(c)
- **“Official business”** is now defined to include:
  - “any matter over which a governmental body has any authority, administrative duties, or advisory duties” §552.003(2-a)